Village of Solomon (VOS) Tribal Court

JOB DESCRIPTION

JOB TITLE: POSITION STATUS: EXEMPT STATUS: PAY SCALE: REPORTS TO:

Tribal Court Administrator

Regular Part-Time

Non-Exempt

DOE

VOS Chief Judge/Executive Director or Designee

The Village of Solomon’s Tribal Court Administrator’s core responsibility of this position is the operation functions of the Tribal Court and responsibility for ensuring that all administrative aspects are operating effectively and efficiently. The Tribal Court Administrator is responsible for the supervision of staff relating to operational functions, assisting preparing court budgets, insuring court security, overseeing court reports production, public information, and the administrative management of jurors and witnesses.

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Responsible for the administrative supervision of Tribal Court Operations staff members consistent with the Tribe personnel policies, procedures, and generally accepted practices. That supervision includes but is not limited to: annual performance evaluations, developing training programs as needed, insuring adequate staffing, distribution of work, etc.
2. Accountable for the administration of Court Operations budgets, including but not limited to the development and submission of annual budgets, project development costing, forecasting of expenses and related budgetary duties.
3. Accountable for the administration of the Court Operations Code, including but not limited to the development of tribal court codes that are consistent with the Tribes Constitution and Ordinances, Policies, procedures, and generally accepted practices.
4. Develop and administer a juror and witness tracking system to insure the on-time and consistent scheduling of jurors and witnesses as required by the Court.
5. Responsible for ensuring the physical security and confidentiality of Court records and Court facility through appropriate measures and actions.
6. Collaboratively interact with the Programs Tribal Court Administrator and various other official and community groups.
7. Accountable for collaboratively drafting, editing, formatting, and submitting reports to the Tribal Council, community committees, and funding agencies as required.
8. Collect statistical information needed to manage operations for presentation as required or requested.
9. Provide security for all files, documents and materials filled with or in the custody of the Tribal Court and ensuring that they are not removed from the offices except upon the specific instructions of a Judge of the Tubal Court.
10. Completes other duties as assigned.

**QUALIFICATIONS:**

* High School Diploma or GED
* Associate degree preferred.
* Two years’ high level administrative office/clerk experience required.
* Experience in court procedures preferred.
* Experience in record management and case management desired.
* Supervisory experience

**Knowledge, Skills and Abilities:**

* Ability to work through complex situations involving emotional trauma of court participants.
* Must be organized, punctual and maintain a high level of accuracy.
* Demonstrate ability to prioritize and complete objectives independently.
* Strong oral and written communication skills required.
* Must be able to maintain a high level of confidentiality and ability to resist pressure from clients, their families, and the community.
* Must have knowledge of Alaska Native culture, and/or be culturally sensitive to the customs, traditions, practices, and sovereign status of the Village of Solomon.

**Physical Requirements:**

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

**I attest that I do not have any physical, mental or medical impairment or disability that would limit my job performance.**

**Affirmation of understanding of job duties:**

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Printed Name of Incumbent

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Signature of Incumbent Date

**Approval of Job Description:**

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Signature of Hiring Director/Manager Date